

**Supplemental note to contract solicitation notice.**

The U.S. Government requires all contract awardees where the value of the contract exceeds \$25,000.00 to provide a valid Data Universal Numbering System (DUNS) number and to be registered in the System for Award Management (SAM).

If not already done, it would be considered prudent for all those bidding on U.S. government contracts to complete the registration process at the earliest opportunity.

There is no cost associated with the registration process.

See below guidance for registration assistance.

Web link to the below information: [http://pd.statebuy.state.gov/content.asp?content\\_id=62&menu\\_id=60](http://pd.statebuy.state.gov/content.asp?content_id=62&menu_id=60)

**The following information appears when the above web link is opened:**

## Additional Vendor Registration Information

Updated October 25, 2013

In addition to the other requirements stated on the [Acquisition Central website](#), vendors are required to obtain Data Universal Numbering System (DUNS) numbers for almost all awards over \$3,000.00. Vendors are also usually required to register in the System for Award Management (SAM) (formerly the Central Contractor Registration database (CCR)). SAM is mandatory in most cases domestically and in many cases overseas -- see FAR 4.1102 for more information).

NOTE: CCR has been merged into the [System for Award Management \(SAM\)](#). SAM will eventually merge all Integrated Acquisition Environment (IAE) systems into one single system. This will be done in several phases, the first of which has been implemented. This phase consists of the first group of IAE systems to be merged into SAM, including:

- Central Contractor Registration Database (CCR);
- Online Representations and Certifications Application (ORCA);
- Federal Agency Registration (FedReg); and
- Excluded Parties List System (EPLS).

If you have any issues with SAM, please contact the [the Federal Service Desk](#) (FSD, the SAM help desk, open 8am - 8pm Eastern Time); US Calls: 866-606-8220; International Calls: 334-206-7828. We advise vendors and grantees to submit questions and issues through the FSD website rather than calling. That way, FSD will be better able to give you a prompt response. For more information, see the [System for Award Management \(SAM\)](#) website or contact the [Department of State Electronic Commerce Program Manager](#).

[Click here for information for vendors or grantees on getting DUNS Numbers and \(if desired\) opting out of Dun and Bradstreet mailing lists.](#)

Please read the rest of this page before registering in the SAM database:

1. BEFORE REGISTERING, vendors and grantees will need the following:

- a. DUNS Number (see above); and
- b. For foreign vendors, a NATO Commercial and Government Entity (NCAGE) code (see the document and initial registration slides below for more information;

2. SPECIAL INSTRUCTIONS FOR FOREIGN VENDORS:

- a. [Click here for suggestions to vendors and grantees on how to get NCAGE Codes and register in SAM](#);
- b. The Department of Defense has published instructions to their vendors and grantees on how they can register in SAM. These instructions apply equally well to Department of State vendors and grantees. Vendors and grantees that have never registered in SAM before should click on one of the following:

[Initial registration instructions -- English version](#)

[Initial registration instructions -- French version](#)

[Initial registration instructions -- Dutch version](#)

[Initial registration instructions -- Albanian version](#)

[Initial registration instructions -- Serbian version](#)

Vendors and grantees renewing their SAM registrations should click on one of the following:

[Registration renewal instructions -- English version](#)

[Registration renewal instructions -- French version](#)

[Registration renewal instructions -- Dutch version](#)

[Registration renewal instructions -- Albanian version](#)

[Registration renewal instructions -- Serbian version](#)

3. WHEN REGISTERING IN SAM, all vendors must report in SAM database information pertaining to U.S. criminal, civil, and administrative proceedings through which a requisite determination of fault was made. This applies to all vendors that submit an offer on a Federal contract valued over \$500,000 and that have more than \$10 million in active contracts and grants as of the time of proposal submission. This data is automatically forwarded from SAM to the [Federal Awardee Performance and Integrity Information System \(FAPIIS\)](#) for use by Contracting Officers in making vendor responsibility determinations. Vendors must update this information in SAM semi-annually, throughout the life of the contract.

If you are using a Department of State computer (or other federal government computer) that can access the Department of State Intranet, [click here to go to the Department of State Electronic Commerce Intranet website](#). The Intranet website is for internal federal government use only.

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Send your questions or comments to the [Department of State Electronic Commerce Program Manager](#).

**Useful links:**

Dun and Bradstreet web site: <http://www.dnb.com/>

System for Award Management web site: <https://www.sam.gov/>